

# C. Department of Transportation

Public Transportation Division (PTD)

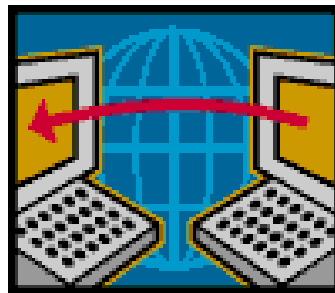


***“Connecting for Success”***  
***Grants Management System***  
***By-Enterprise Business Services (EBS)***



# What is Grants Management?

- PTD grant information will be entered and stored into an online system.
- Applications, claims and revisions will be completed and transmitted through the internet.



***“Connecting each other for Success”***



# Objectives

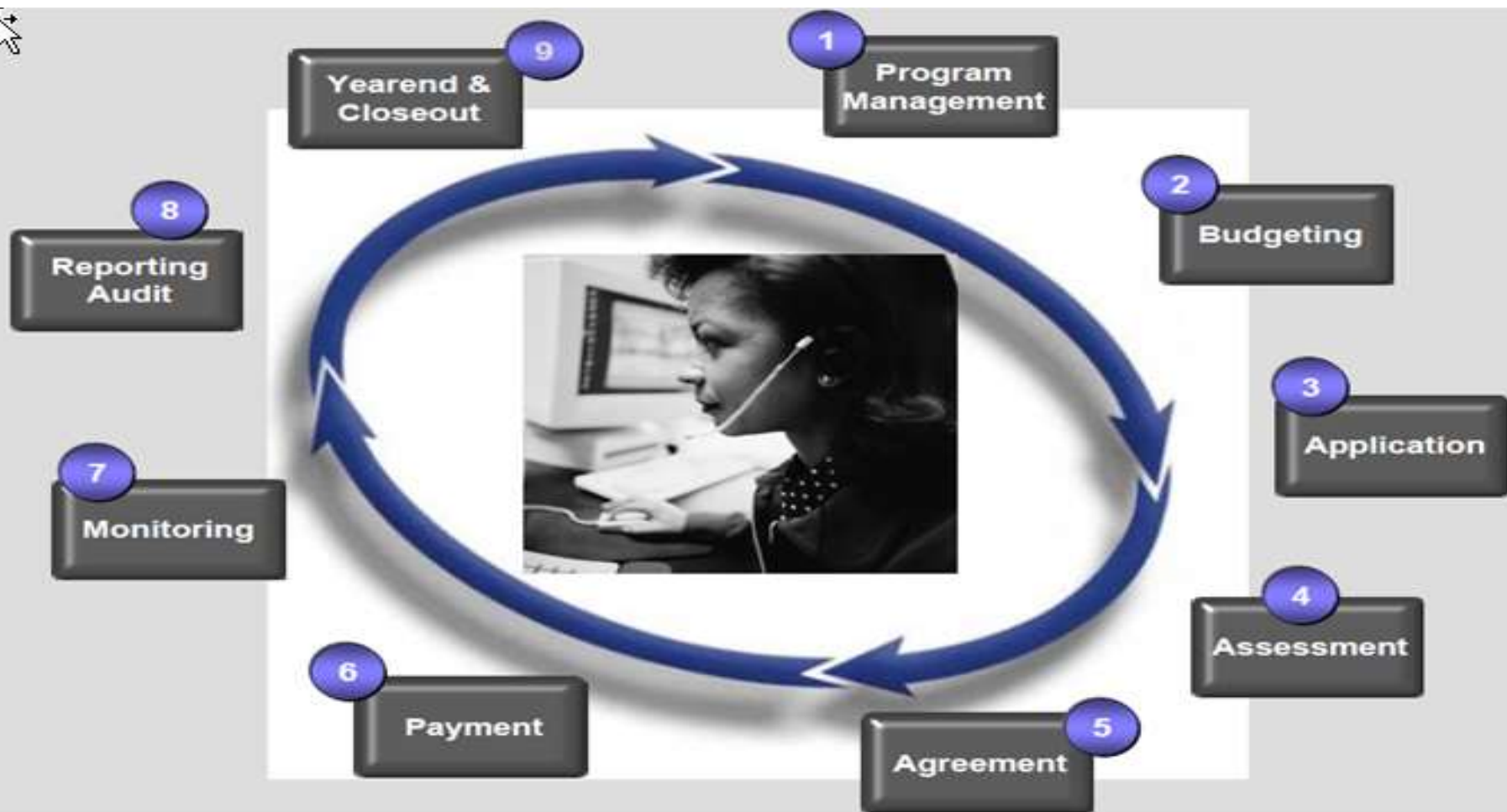
- Modernize communications
- Streamline business processes
- Web-enable grant activities for sub-recipients
  - Application Submission
  - Award Status
  - Invoice Submission
  - Payment Status
  - Change Request (Amendments)

*“A Common Face for Grant Programs”*





# Grants Processes







# Business Value

- Improved transparency
  - Application Status
  - Award Status
  - Invoice Status
- Reduced paperwork and manual processing
- Improved accuracy of application forms
- Process checks and data validation





## New System Benefits

- Streamline Current Procedures
- Improve Communications
- Reduce Paperwork
- Error Proof- Built in Checks and Balances
- Ability to View Status of Grant
- Information at Your Fingertips (24 by 7 availability)

***“Connecting for Success”***





## Negatives to New System

NONE!

*But you will have to learn the new system.*





# How Do I Get Started ?

- Get a User ID
- Review Training & Help Documentations
- Start using new system to:
  - Submit applications for new programs
  - Submit claims for approved agreement
  - Submit revision for approved agreement
- Attach Quarterly/ Monthly reports with Claims
- Drop Box for document submission







## User ID's and PIN's

*Why do we need a user name and password?*

In order to log into a web-based system, a user name and password is necessary to identify the user.

*What is a PIN?*

A PIN represents an electronic signature and is unique to a specific person.

*How to get a user name, password and PIN?*

Submit the security form available on the PTD website.





## User ID's and PIN's

*Who do I contact if I forget my PIN #, user ID or secure 8-digit number?*

PTD – Faye McCullen, 919-733-4713, ext. 242.

*Who do I contact if I forget my password or get locked out of the system?*

DOT EBS Help Desk – 919-707-2208. Identify yourself as an “external user” and provide your secure 8-digit number.





# User Support

- Help Guides and Documentation
- Help Desk support for password and technology
- NCDOT-PTD





# Agenda

- User Registration (Form on PTD website)
- System Logon
- General Navigation
- Application Process
- View Agreement
- Claim Process
- Change Request Process







# Questions?

